

REQUIREMENTS FOR EXEMPT OUT-OF-STATE COLLECTION AGENCY DESIGNATION

Visit our website at: www.hawaii.gov/dcca/pvl

Read entire requirement sheet. You are responsible for knowing and understanding these requirements. Retain this sheet for future reference.

WHO IS EXEMPT?

A collection agency may apply for designation as an exempt out-of-state collection agency; provided that the collection agency:

1. Is licensed or registered as a collection agency under the laws of a state that:
 - a) Regulates collections agencies; and
 - b) Does not require a Hawaii collection agency to obtain a license or register to collect debts in that state if the activities of the Hawaii collection agency are limited to those described in paragraphs 2, 3 and 4;
2. Is collecting debts on behalf of an out-of-state creditor;
3. Does not solicit or engage in collection activities for clients in this State; and
4. Only collects debts in this State using interstate communication methods, including telephone, facsimile, or mail.

REQUIRED DOCUMENTS

Complete the attached application and **SUBMIT**:

1. Verification that the collection agency holds a current license, permit, or registration to conduct business as a collection agency in another state that regulates collection agencies and reciprocates with Hawaii;
2. Verification that the collection agency is in good standing with and has complied with the laws of THAT state, including the MAINTENANCE of a BOND, if required, and in the amount required by the state; and
3. An agreement in writing to comply with the requirements of sections 443B-9, 443B-15, 443B-16, 443B-17, 443B-18 and 443B-19; and
4. The required fees, **\$25 (non-refundable) application fee**. Upon approval of an out-of-state collection agency exemption, the following compliance resolution fund (CRF) fee will be required:
 - \$55 if applying during July 1 of an odd-numbered year to June 30 of an even-numbered year; OR
 - \$110 if applying for a license during July 1 of an even-numbered year to June 30 of an odd-numbered year.

Please **submit** 2 separate checks: Application fee and CRF fee.

BIENNIAL RENEWAL

Every exempt out-of-state collection agency, regardless of issuance date, is subject to renewal on or before June 30 of each even-numbered year. Failure, neglect, or refusal to pay the renewal fee shall constitute a forfeiture of the registration. If you have not received a renewal application 30 days prior to the expiration date printed on your registration card, call (808) 586-3000 or write to our mailing address.

DELINQUENT REGISTRATION

Any collection agency which has failed to renew its registration may restore it by filing an application and payment of any delinquent renewal fees and a restoration fee.

Failure to restore a forfeited registration within sixty (60) days of forfeiture shall cause the registration to be terminated.

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MAILING ADDRESS

Mail the completed application, fees and applicable documents to:

Collection Agencies
DCCA, PVL, Licensing Branch
P. O. Box 3469
Honolulu, Hawaii 96801

or

Deliver to office location at:
1010 Richards Street, 1st floor
Honolulu, Hawaii 96813
Phone: (808) 586-3000

LAWS AND RULES

To obtain a copy of the collection agencies laws and rules (Chapter 443B, Hawaii Revised Statutes, and Chapter 112, Hawaii Administrative Rules), send a written request and \$1.25 payable to DCCA to: Cashier, Commerce and Consumer Affairs, P. O. Box 541, Honolulu, Hawaii 96809. Price subject to change without notice. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act may be purchased separately for 75¢.

The laws and rules are also posted on our website at: www.state.hi.us/dcca. Look under "Obtaining Information".

It is your responsibility to know and understand the laws and rules governing collection agencies.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR EXEMPT OUT-OF-STATE COLLECTION AGENCY DESIGNATION

Please read the "Requirements for Exempt Out-of-State Collection Agency."

Dept. of Commerce & Consumer Affairs
Collection Agencies
1010 Richards Street, P. O. Box 3469
Honolulu, Hawaii 96801

Name of Applicant (Individual – First, Middle, LAST, or Name of Corporation, Partnership, LLC/LLP):		FOR OFFICE USE	Approved/Denied		Date:
			Date Registered:		Registration No. COLAX
Trade Name or Business Name (if one will be used):					
Out-of-State Business Address:					
Mailing Address, if different from above:		Indicate the type of Business Entity: <input type="checkbox"/> Individual (Sole Owner) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> LLP			
Social Security Number (Individual):	Phone No. (Include area code):	Collection Agency License/Registration No.			
INDIVIDUAL APPLICANT (Residence Address):		Phone No. (Include area code):			
PRINCIPAL COLLECTOR (Name of Principal Collector who is responsible for the direct management and control of the daily operation of the office):		Social Security Number:			
Residence Address of Principal Collector:		Phone No. (Include area code):			

CORPORATION, PARTNERSHIP, LLC, LLP

List Name & Title	Residence Address	Residence Phone No.	Social Security No.
President/Partner/Manager or Member			
Vice President/Partner/Manager or Member			
Secretary/Partner/Manager or Member			
Treasurer/Partner/Manager or Member			

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App 094 \$25
 CRF 096 \$55/\$110
 Service Fee BCF \$15

APPLICATION FOR EXEMPT OUT-OF-STATE COLLECTION AGENCY – (Cont.)

Name of Applicant: _____

Date: _____

The following questions pertain to the applicant, all officers, directors, partners, managers or members. Circle your answer and **EXPLAIN ALL** "YES" responses on a separate sheet and include official documentation to substantiate your answer.

- 1) Have you ever been associated in any capacity in the operation or business of a collection agency? YES NO
- 2) Have you ever had any registration, license or permit revoked, suspended or otherwise subject to disciplinary action? YES NO
- 3) Is any disciplinary action pending or any licenses or registration being investigated? YES NO
- 4) In the past 20 years, have you even been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
- 5) Will the agency's business be conducted in connection with any other business? YES NO

AFFIDAVIT OF APPLICANT:

I certify that the answers and statements contained in this application and the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of registration (Section 710-1017, Hawaii Revised Statutes).

Date

Signature of Applicant

Print Your Name/Title

Signature of Principal Collector

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Collection Agencies
DCCA, PVL Licensing Branch
1010 Richards St., P.O. Box 3469
Honolulu, Hawaii 96801

To receive confirmation of your registration, fill in your name and mailing address in the block below on the "Notice of Registration" form. This confirmation will take about 3 weeks to process. The registration card will take about 6 weeks to process.

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NOTICE OF REGISTRATION

Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii

This is notification that you are registered as an **EXEMPT, OUT-OF-STATE COLLECTION AGENCY** until such time that a registration is processed.

THIS NOTIFICATION IS VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER OF THE BOARD OR PROGRAM.

Print Name & Complete Mailing Address in Block Below:

REGISTRATION NO. COLAX-

EFFECTIVE DATE _____

EXPIRATION DATE 6/30/

EXECUTIVE OFFICER